



EMERGENCY MANAGEMENT SPECIALIST

Carbon County Emergency Services & Homeland Security is seeking to fill a vacancy for the existing position of Emergency Management Specialist.

Will be the direct assistant to the Emergency Services Manager. Will serve as the Primary Public Information Officer (PIO) for the Carbon County Sheriff's office and Emergency Management. Will handle all paperwork in the office. During emergencies will assist the Manager into the field to track expenses, complete forms and consumption of materials for reimbursement purposes and fulfills general clerical/financial functions, as well as other duties assigned. While duties are primarily clerical/financial, will be required as needed to go into the field.

Must be 21 years of age and have a minimum of five (5) years clerical experience, preferably in financial areas such as accounts receivable and payable. Must be bondable and never have been convicted of a Felony, nor Class A misdemeanor or any form of domestic violence, nor controlled substance possession nor DUI within the last five (5) years.

Beginning salary is \$15.58/hour and after probation will be \$19.47/hour, including benefits.

Will be required to pass extensive background check, physical, and drug screen.

Deadline for submitting applications is Friday – April 30, 2021. Please email Rose Barnes at: rose.barnes@carbon.utah.gov for an application and a copy of the job description.

CARBON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER